



State of Louisiana
DIVISION OF ADMINISTRATION

Control No. _____

OFFICE OF STATE UNIFORM PAYROLL

M. J. "MIKE" FOSTER, JR.
GOVERNOR

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

January 9, 2001

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2001-37

TO: All UPS Agencies

FROM: Ronald S. Mitchell
Director

SUBJECT: Agency Requested Payables Paycode Listing

In preparation for the conversion of garnishment records to the new ISIS HR system, OSUP is requesting that you review the attached Agency Requested Payables Payee Code Listing to identify any payee that is no longer used by your agency. Please refer to OSUP Memorandum #2000-70 for Louisiana DSS Offices or local courts that should also be deleted. Payees that can be deleted must be submitted to OSUP, Accounting and Analysis Unit at the address below or by fax at (225) 219-4432. This information must be received **no later than January 31, 2001**.

When requesting that OSUP set up a new payee, please attach a copy of the order to the check request for OSUP's review.

If you have any questions, please contact Angel Vernon at (225) 342-0717.

RSM:ACV:kmb

Attachment